



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

March 25, 2002

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-56

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Mailing Address Problems

Numerous earnings statements and checks have been returned to our office due to incorrect/incomplete addresses. OSUP has been reviewing and correcting any checks with incomplete addresses (Ex. no state printed, no city printed, etc.) Effective March 22, 2002, OSUP will discontinue this review process and the agencies will be forwarded any returned checks that do not have complete addresses.

OSUP has researched this problem for several months and determined that agencies have made changes to the Postal code/City fields on the Bank Details (infotype 0009) screen. These fields default from the employee's mailing address screen or if no mailing address exists, then from the permanent address screen. **Changes must not be made to an employee's address on the Bank Details (infotype 0009) screen.**

If changes were previously made to the Postal code/City fields on the existing "Main Bank" record, agencies must **"Create"** a new "Main Bank" detail record to correct the employee's address printed on their checks/earning statements. The system will automatically delimit the previous "Main Bank" detail record and the Postal code/City fields will automatically default to the appropriate values.

When changes need to be made to an existing "Main Bank" record and the Postal code/City fields were never manually changed, agencies should **"Copy"** the "Main Bank" detail record, then make changes only to Bank Information. The system will automatically delimit the previous "Main Bank" detail record. If changes are being made to an existing "Other Bank" record, agencies must **"Delimit"** the bank detail record first, then **"Create"** a new "Other Bank" detail record. Refer to ISIS HR On-line Help "Create/Maintain/Delimit Bank Details" for proper procedures.

Please refer to the United States Postal Service\ZIP+4 Code Look-up website ([http://www.usps.gov/ncsc/lookups/lookup\\_zip+4.html](http://www.usps.gov/ncsc/lookups/lookup_zip+4.html)) to verify that any new or changed mailing address is the standardized address.

If you have any other questions, contact a member of the OSUP Benefits & Financial Administration Unit at (225):

Penny Jones	342-5354	Angel Vernon	342-5344
Paula Rotolo	342-5377	Orneatha Wright	342-5357

JWC:PFJ